



City Administrator's Weekly Report

Week Ending October 9, 2015

CITY ADMINISTRATOR UPDATE:

A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting are:

- *Monday, October 19, 2015* – City Council Retreat (All Day)
- *Monday, October 19, 2015* – City Council Special Meeting at 6:00 p.m.
- *Tuesday, October 27, 2015* – City Council Regular Meeting at 6:00 p.m.

B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Monday, October 5th* – I participated in a dial-in webinar involving OpenGov.
- *Wednesday, October 8th* – Met with Jeff Gardner, Mayor about the October 13th Agenda for the Regular Meeting of City Council.
- *Wednesday, September 30th* – Met with a property owner about a survey easement for the East Side Lift Station.

WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Airport Runway Extension Project:*** Airport Runway Contractor is reconstructing the South Parking Apron.
- ***Community Development Permitting Activity:*** Community Development Director reported that fifteen applications, permits or inspections were processed on nine houses/dwelling units this week.
- ***Code Enforcement Joint Meeting:*** The Community Development Director reported that he plans to have a meeting with the Police Chief, and his code enforcement staff, once the new Building Official/Code Enforcement Officer begins work—namely, to coordinate code enforcement activities between departments. (Note: Mr. Duane Rawlings, the new Building Official/Code Enforcement Officer, begins work on October 13, 2015.)
- ***TCOLE Audit:*** The Police Chief reported the Texas Commission on Law Enforcement (TCOLE) performed a scheduled audit of his department recently. TCOLE identified certain records deficiencies, which the department is currently correcting.

- ***Police Department Activity:*** The Police Chief reported that the Department issued 101 warnings and/or citations during this period. He also reported that Animal Control had 14 calls for service, and Code Enforcement had 1 new violation.
- ***Public Works Activity:*** The Public Works Director reported that the Parks and Recreation staff installed another tower base to improve Wi-Fi at the RV Park. Additionally, he reported that the Parks and Recreation staff continue to operate the swimming pool, mainly for fitness and aerobic swimming, with all other pool activities ceased for the season. He also reported that the contractor for Corner Store pressurized the new water main and chlorinated it for testing on October 12, 2015, and they also made a connection to the sanitary force main as well.

ATTACHMENTS:

- **City Administrator's Project Status Report** for October 9, 2015.
- **Community Development Permitting Activity Report** for October 4, 2015 – October 10, 2015.
- **Police Department Monthly Animal Control Report** for October 1, 2015 – October 7, 2015.
- **Police Department Weekly Code Enforcement Report** for October 7, 2015 – October 9, 2015.
- **Public Works Department Project Report** for October 9, 2015.

Project		Completion Date	FY2015/2016 City Administrator Project Status Report
Recurring Items			
1.	Financial Audit	Nov/Dec 2015	Auditor's Engagement Letter is scheduled for September 22, 2015 Regular City Council Meeting. Auditor's fieldwork will commence in January 2016 .
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Active Projects			
1.	Reorganization of City Depts.	Oct/Nov 2015	Office of Economic Development will be established, and Director appointed. [Finance Department was renamed on October 1, 2015, and director's new title is Finance Director]
2.	Awards & Recognition Program	Sept/Oct 2015	Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015	Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015	Complete talks with the MVYB Association, and make any modifications to the current contract as agreed. City Council approval of any contract modifications is required.
5.	Airport Runway Extension	Oct 2015	Complete Airport Runway Extension Project.
6.	Bario Aviation	Sept/Dec 2015	Enter into negotiations with Bario Aviation regarding the cost to repair Commercial Hangar #2.
7.	Airport Jet Fuel System	Sept/Oct 2015	Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015	Commence and complete the seal cracking of the Airport runway. [Completed]
9.	Finance Director	Sept/Oct 2015	Conduct an executive recruitment for the Finance Director position. [Executive Search in Progress with first review of applicants on October 19, 2015]
10.	CommZoom LLC Lease	Sept 2015	Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of the lease agreement is required.
11.	Customer Service Renovation	Oct/Dec 2015	Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
12.	City Hall Exterior Cleaning	Oct 2015	Soliciting quotes to undertake exterior cleaning of the City Hall, a historic building. [The Texas Historical Commission requires an Antiquities Permit Application be completed before the City can clean the building, which the City is in the process of preparing that document for submittal.]
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Permitting Activity

October 4, 2015 – October 10, 2015

Received:

Permit #	Address	Business	Date	Type	Description
502	1201 Houston #1	Residence	10/8/15	Roof Permit	New Roof
501	1516 Mexico	Residence	10/6/15	Roof Permit	Composition Shingle Roof Replacement
500	815 Hwy 90 West	Valley Mart	10/6/15	Electrical Permit	Install plugs and lights in interior remodel
499	708 Lafayette	Residence	10/5/15	Accessory Building	Carport

Issued:

Permit #	Address	Business	Issued	Type	Description
501	1516 Mexico	Residence	10/6/15	Roof Permit	Composition Shingle Roof Replacement
500	815 Hwy 90 West	Valley Mart	10/6/15	Electrical Permit	Install plugs and lights in interior remodel
498	815 Hwy 90 West	Valley Mart	10/6/15	Plumbing Permit	Plumbing Remodel
496	1102 Berlin	Residence	10/6/15	Accessory Building	Carport
495	107 Country Lane	Residence	10/6/15	Plumbing Permit	New Irrigation System

Inspections:

Permit #	Address	Business	Scheduled	Type	Description
325	1114 Gentilz	Residence	10/8/15	Plumbing	Final
394	2111 Geneva Court	Residence	10/7/15	Building	Framing
409	2111 Geneva Court	Residence	10/7/15	Electrical	Rough
418	2111 Geneva Court	Residence	10/7/15	Plumbing	Top Out
449	2111 Geneva Court	Residence	10/7/15	Mechanical	Rough
500	815 Hwy 90 West	Valley Mart	10/7/15	Electrical	Rough
334	2103 Geneva	Residence	10/6/15	Energy	Insulation
334	2103 Geneva	Residence	10/6/15	Building	Framing
387	1109 Alamo	Residence	10/6/15	Energy	Insulation
387	1109 Alamo	Residence	10/5/15	Energy	Insulation



Weekly Animal Control Report

October 1 – October 7, 2015

Number of Animal Control Calls	14
Number of Dogs Picked Up	2
Number of Dogs Returned	1
Number of Dogs Euthanized/Died in Shelter	0
Number of Dogs Adopted/Released to FCAC	1
Number of Wild Animals Trapped	3
Number of Animal Bites	0
Dead Animals	4
Citations Written	0
Warnings Written	0
TNR	0
Number of Cats Picked Up	2
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	0
Number of Cats Adopted/Released to FCAC	4

ACO Comments: 151.2 miles driven

MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE

CITY OF CASTROVILLE

Little Alsace of Texas

1209 FIORELLA STREET



CASTROVILLE, TEXAS 78009

(830) 931-4090

FAX (830) 931-6373

Weekly Code Violation Report

October 7, 2015 – OCTOBER 9, 2015

Number of new Code Violations Located (Total)	1
Junked Vehicles	0
High Weeds/ Grass	0
Trash/ Junk in yard	0
Pole Signs removed/ City signs replaced	0
Number of locations back in compliance	2
Number of letters sent out	0
Number of follow ups to COVs	4
Citations Written	0
Animal Control calls	0
Zoning violations	0

Corporal A. Skolweck #303

Tasks	Project Name	Latest Status
1	WWTP Upgrade	Engineered by Freese and Nichols, Inc. (01/01/2014) The purpose of this project is to upgrade existing WWTP from .3 MGD to final design of .9 MGD. (10/01/14) Phase I Wastewater Sampling an updated Planning Memorandum submitted to the City. (02/17/ 2015) Received 25% plan submittal, which was part of Phase II with the City returning comments on (4/19/2015). (6/12/2015) Engineers submitted Phase III Plan and Contract for City Review. As of this Status update project on hold pending review by outside contractor of the pricing and schedule submitted with the Phase III plan. (9/30/2015) Mayor Gardner, Councilman King, City Administrator and PWD met with staff from FNI to further discuss Phase III plant and contract.
2	East Side Lift Station	Engineered by KSA Engineers, Inc. (09/01/2013) Draft report submitted to City for review. (03/30/2015) Plans and outstanding Items Control Log submitted to the City for review. (8/07/2015) Mail rights of entry to area residents. (09/01/2105) Begin final design surveys. (12/01/2106) Projected date for final completion of the project.
3	Water Line Replacement Proj.	Engineered by KSA Engineers, Inc. (6/12/2012) First proposal to City to replace certain water lines to improve the distribution system.) This project replaces and/or upgrades 35,535 ft of various sizes of water main ranging from 3/4" to 10" (10/01/2013) Feasibility Study presented to City in support of TWDB Loan for project. (3/13/2105) ity received Outstanding Items Control Log and Preliminary Project Specifications for Review. (4/19/2015) City reviewed Control log and plans and returned comments. (09/09/2015) Submit plans to TW DB for review and TXDOT permits. (12/01/2016) Projected date for completion of the project.
4	London St. Repair	(12/15/2104) Was given this project plus others that were planned for this budget year. (07/03/2015) Received one proposal for repair of the first 240ft of London Street. (07/07/2015) Was directed by City Administrator to see if or how we could also make drainage improvements as part of this repair. As of this status all of my inquires to local contractors, who said they would talk to me about it has not happened due to their existing workload.
5	Street Rehab Proj.	2014-2105 Budget year street Rehabilitation has not been undertaken as of yet. County has had to concentrate on their projects that were awarded by Grants so they do not lose the money and have not been able to work in the City.
6	Koenig Lift Station	(7/22/2015) First options for repair of station presented to council. (12/15/2104) Project scheduled for this budget year. (08/03/2015) Relieved updated repair estimate from only contractor responding to request for quotes. (08/21/2015) Remaining operations pump at station failed. (08/27/2015) Submitted proposed Council Agenda Item for City Administrator review. (09/08/2015) Council approved estimate from MGB Construction. (9/10/2015) MGB Construction instructed they were to proceed with the project. (10/15/2015) Projected completion date for this project.
7	River Bluff Pressure Tank	I have no update on this project at this time.
8	River Bluff Distribution Sys.	This project is scheduled for Budget year 2016-2017
9	Country Village Dist. Sys.	This project is scheduled for Budget year 2016-2017
10	I&I Project Wastewater	I have no update on this project at this time.
11	Backflow Ordinance	(12/15/2014) This was a requested review and future proposal for Council. (3/31/2015) Submitted recommendation on procedure for backflow testing in the City. As of this update have a preliminary ordinance composed but not reviewed by City Administrator. (11/1/2015) Projected completion of this Project.
12	Solid Waste Collection Contract.	(03/31/2015) Expiration date of current Solid Waste Collection contract. (06/24/2015) Issued RFP for Refuse Collection, Recycling and Disposal Services. (7/31/2015) Opened and reviewed RFP's for proposal to Council. (08/11/2105) Council approved RFP from Waste Management of Texas as proposed from staff. (08/28/2015) Met with City Administrator to approve rates to be included in 1015-2016 budget. Project Complete.

13	Lower Lacoste Traffic Calming Study	(12/15/2014) Was included with other projects that needed addressing. As of this update signs have been installed in the County warning of speed zone ahead and reduced speed ahead. City Police have been conducting extra patrols in the area and have deployed their speed-warning trailer. (9/30/2015) Projected submittal of results and recommendations to the Council.
14	WWTP Permit Renewal	Permit being prepared by Freese and Nichols, Inc. (07/14/2015) Contract awarded to FNI to submit for the City its WWTP renewal application. (08/20/2015) Draft permit renewal received by City for review and comments. (08/24/2015) City returned comments; Mayor signed required sheets and documents mailed back to FNI. (08/31/2015) Payment sheet and copy of check to go to FNI. This completes submittal portion of this project. (9/28/2015) received comments from TCEQ related to our permit Katie Leatherwood from FNI is drafting response for my approval.
15	Water Study	Engineered by Freese and Nichols, Inc. (03/24/2015) Council gave approval for FNI to update the Water Model for the City. (04/17/2015) Received and deployed pressure recorders throughout the City. (05/01/2015) Returned recorders to FNI. As of this update only item left on City list is to provide water usage with address date to FNI. (09/30/2015) Projected completion date for this project.
16	RV Park Wi-Fi Project	(8/20/2015) This project is complete now waiting final walk through with contractor but system is working. (9/30/2015) Prices have been received to purchase and set up a third tower to improve the Wi-Fi in the overflow area.
17	Relocation of Public Woks	(12/15/2104) This also was presented to me as needed to done. As of this update have been reviewing new and old proposed relocation sites for PW. Realistic projected completion date for this project would be sometime in 2016.
18	SCADA Phase III	(2103) City started on a multi-phase project to update the existing SCADA (System Control and Data Acquisition) system. Phase I and Phase II is complete. (11/25/2013) Received proposal for Phase III improvements from Block Design. (7/14/2015) proposal presented to council and accepted. (9/18/2015) Acquisition of all components needed for this Phase is almost complete. (9/29/15) Contractor has started to install the equipment for this Phase into the well houses and lift stations. (10/31/2015) Proposed phase completion date.